Survey of occupancy rates in hotels

EXPLANATIONS

The information requested is confidential and will be used only for statistical purposes.

The Conseil National de l'information Statistique has declared this survey to be in the public interest and mandatory.
According to the terms of article 6 of Law n° 51-711 of 7 juin 1951 (amended) on legal obligation, coordination, and confidentiality in the field of statistics. The statistical offices shall ensure their strict compliance with statistical confidentiality. The information transmitted in response to this questionnaire shall in no case be used for purposes of tax control or economic penalty.
Article 22 of the decree n° 84-628 of July 17, 1984 and the judgement of the CNIS published in the official bulletin of the Ministry of the Economy and the Budget n° 86.2 and 89.3 specifies the conditions under which the data can be communicated and consulted.
Article 7 of the above mentioned law stipulates in addition, that any false answer or a knowingly inaccurate answer can result in the application of an administrative fine.
The law n°78-17 of January 6, 1978 relating to data processing, the files and freedom, applies to the replies made to the present survey by individual businesses. It guarantees to them a right of access and of correction for the data concerning them. This right can be exerted during time of conservation of personal information by contacting Regional Directorate of the I.N.S.E.E which has carried out the survey.

1. Caractéristiques de votre établissement (Characteristics of your establishment)

In the first page of that questionnaire, the characteristics of your hotel are printed as they appear in our data bases.

If any of the pre-printed information is incorrect,

SIRET : 300 023 450 00012 *(number of immatriculation)*

Hôtel indépendant *(independent hotel)*

Avec restaurant *(with restaurant)*
0 étoile *(0 star)*
10 chambres *(10 rooms)*

Fermé *(closed)* **:**

Du 01/08/2004 au 02/01/2005 *(from 01/08/2004 to 02/01/2005***)**
Du 04/04/2005 au 15/04/2005 *(From 04/04/2005 to 15/04/2005)*

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you must complete the right part of questionnaire :

SIRET |__|__|__| |__|__|__| |__|__|__| |__|__|__|__|__|	
Hôtel de chaîne intégrée (Hotel fully owned by a chain) ☐	**Hôtel de chaîne volontaire** (Voluntary chain affiliation) ☐
Hôtel indépendant (Independent hotel)	**Hôtel indépendant franchisé (**Independent franchised) ☐
Avec restaurant (With restaurant) ☐	**Sans restaurant (**Without restaurant) ☐

If your hotel has a corporate name, you are :

« Hôtel de chaîne intégré », if your are a subsidiary of an hotel business group

« Hôtel indépendant franchisé », if you have your own legal autonomy

If your hotel does not have a corporate name, you may have volontarily joined a group (« Hôtel de chaîne volontaire ») like Logis de France, Relais et Châteaux, Best Western…;

In other cases, you are « Hôtel indépendant ».

Classement officiel (Official classification): �⌐ **étoile(s)** (stars)	**Non classé** (Not classified) ☐

Nombre de chambres dans l'hôtel (Number of rooms in the hotel): |_|_|_|_|
Nombre de places -lits (Number of places-by-bed): |_|_|_|_|

The survey covers hotels that are in a touristic business : classified hotels (1 to 5 "étoiles") and hotels with corporate name which are not classified.

Your hotel capacity is the <u>total</u> capacity, including non classified rooms if you are a classified hotel. According to the European Guideline on Tourism, please note your « places-lits » (places-by-bed).
Example: 2 places for a double-bed.

<table>
<tr><td colspan="3" align="center">Dates de fermeture (Closed)</td></tr>
<tr><td>du (from) |_|_|_|_|_|_|_|_|</td><td>au (through) |_|_|_|_|_|_|_|_|</td><td>inclus (included)</td></tr>
<tr><td>du (from) |_|_|_|_|_|_|_|_|</td><td>au (through) |_|_|_|_|_|_|_|_|</td><td>inclus (included)</td></tr>
<tr><td>du (from) |_|_|_|_|_|_|_|_|</td><td>au (through) |_|_|_|_|_|_|_|_|</td><td>inclus (included)</td></tr>
<tr><td colspan="3">Fermé les : lundi   mardi   mercredi   jeudi   vendredi   samedi   dimanche
Closed on : Mondays ☐ Tuesdays ☐ Wednesdays ☐ Thursdays ☐ Fridays ☐ Saturdays ☐ Sundays ☐</td></tr>
</table>

Please pay attention to your closing time: it is essential to calculate occupancy rates, according to the number of days your hotel is opened during the month.

If your hotel is regularly closed one day or more every week or every month (for example, closed on Sundays or opened only the week-ends), please note it down here

2. Occupation des chambres au cours du mois (Occupation of rooms during the month)

Nombre de chambres occupées chaque jour (indiquez « 0 » si aucune, « F » si fermeture)
Number of rooms occupied each day: (Mark "0" if none, "F" if closed)

1er au 2	2 au 3	3 au 4	4 au 5	5 au 6	6 au 7	7 au 8	8 au 9	9 au 10	10 au 11	
11 au 12	12 au 13	13 au 14	14 au 15	15 au 16	16 au 17	17 au 18	18 au 19	19 au 20	20 au 21	
21 au 22	22 au 23	23 au 24	24 au 25	25 au 26	26 au 27	27 au 28	28 au 29	29 au 30	30 au 31	31 au 1er

Total des chambres occupées dans le mois (Total number of rooms occupied for the month):
(doit être égal à la somme des chambres occupées chaque jour du tableau ci-dessus) |_|_|_|_|_|
(Must be equal to the number of rooms occupied each day in the table above)

Each and every day, the number of occupied rooms must be counted. If there is no occupied rooms on a day, note « 0 » ; if the hotel is closed one specific day, note « F ».
This information will make possible the calculation of monthly occupancy rates, or for a shorter duration according to opening periods.

3. Fréquentation mensuelle (Monthly occupancy)

Enter the number of arrivals and nights for guests having stayed at least one night in your hotel this month ***according to their countries of residence.***
Ex: a couple arrives and stays 3 nights during the month; count 2 arrivals for the month and 6 nights (2 people x 3 nights).
One person arrives the 25 January and stays 10 nights ; count 1 arrival and 7 nights on the questionnaire for January and 0 arrivals and 3 nights on the questionnaire for February.

The table lists only the most common countries of residence.
Please complete, if needed, using the list of countries in the table below. Enter either the name or the number in the empty spaces provided.

Country of residence)	Number	Number of arrivals	Number of nights
FRANCE	**000**		
TOTAL FOREIGN			
Including :			
Germany	109		
Belgium	131		
Spain	134		
United States	404		
Italy	127		
Japan	217		
Netherlands	135		
Portugal	139		
United Kindom	132		
Switzerland	140		
TOTAL FRANCE+FOREIGN			

Country	Number
Austria	110
Bulgaria	111
Cyprus	254
Croatia	119
Denmark	101
Estonia	106
Finland	105
Greece	126
Hungary	112
Ireland	136
Iceland	102
Lettonia	107
Lituania	108
Luxembourg	137
Malta	144
Norway	103
Poland	122
Czech Republic	116
Romania	114
Russia	123
Slovakia	117
Slovénia	145
Sweden	104
Turkey	208
Other countries of Europe* *(Specify the country)*	040
Algeria, Morocco, Tunisia	027
Other countries of Africa	028
Canada	401
Central and South America	030
Near and Middle Orient	031
China	216
Australia	501
Asia, Océania (excluding Japan, China et Australia)	039

*excluding countries listed above.

Arrivals during the month: this figure counts the number of customers the day of their arrival, provided they stay at least one night. Actually, each day, only the new customers are taken into account for « Arrivées », (Number of arrivals).
On the contrary, day trippers who stay only a few hours in the day are not included in arrivals.

Overnight stays: the number of nights spent in the hotel by each customer must be add up in that figure. Thus, each day, the number of customers attending the hotel are taken into account for « Nuitées » (Number of nights).

Note: this amount of overnight stays is always at least higher than the amount of arrivals of the month.

Some hotels use the word « recouche » (back-to-bed) : arrivals and « recouches » must then be added to get overnight stays (« nuitées »).

Arrivals and overnight stays will be allocated according to the living country of tourists. The list in the table can be enlarged; a further list of countries is available on the questionnaire, including the 27countries of the European Union, according to the European Guideline.

4 Profil de la clientèle (Customer profile)

What was the approximate percentage of business guests this month? |__|__|__|% of nights

<table>
<tr><td>Quelle a été, approximativement, la part de la clientèle professionnelle dans votre fréquentation du mois (What was the approximate percentage of business guests this month)? |__|__|__|% des nuitées (of nights)</td></tr>
</table>

The percentage of professional customers among the whole overnight stays of the month might be estimated. These customers are tourists who travel for professional reasons: business customers, salesmen, building workers…

This questionnaire must be filled out and returned in the enclosed envelope.

The INSEE provides you with a daily table for arrivals and overnight stays. This table allows you to register daily informations on your occupied rooms (you can also fill the questionnaire with them) and particularly the arrivals of each day and the number of customers attending your hotel each day (or night, meaning counting overnight stays daily).

Such a daily habit will help you to fill the questionnaire at the end of the month, when you will only have to sum the daily arrivals and overnight stays to fill the « Fréquentation mensuelle » part (monthly activity) of the month.

Thanks for your cooperation